

**NH Emergency Medical & Trauma Services
Coordinating Board**

**Richard M. Flynn Fire Academy
222 Sheep Davis Road
Concord, NH**

**Minutes of Meeting
November 21, 2002**

Members Present: Clay Odell, Chair, Eileen Bartlett, Tom Blanchette, Shawn Mitchell, George Patterson, Clare Wilmot, Jackie Normile, Steven Achilles, Steve Grise, Norm Yanofsky, Karen Lord, Janet Houston, Doug McVicar, Joe Sabato, Joe Mastromarino

Members Absent: David Duquette, Todd Germain

Guests: Jeff Johnson, Will Owen, Donna Clark , Rich Delier
Jon Boufford, Gary Zirpolo, Liza Burrill, Mark Beliveau,
Steve Erickson, Jeanne Erickson, Fred Heinrich, Fred von
Recklinghausen

I. CALL TO ORDER

Item 1. The meeting of the EMS & Trauma Services Coordinating Board was called to order by Chairman Odell on Thursday, November 21, 2002 at the Richard M. Flynn Fire Academy in Concord, NH.

II. ACCEPTANCE OF MINUTES

Item 1. **Motion** was made by George Patterson, seconded by Joe Sabato, to accept the minutes of the September 19, 2002, meeting. Motion passed unanimously.

III. BUREAU REPORT

Item 1. **Chairman Odell** welcomed everyone to the meeting and handed the floor over to Sue Prentiss for a Bureau Report. Chief Prentiss gave an overview of statewide projects/events (i.e. Staff Upgrades/Vacant Positions, AED Grant status, Division Name Change Proposal, National Registry Site Visit).

Each section Supervisor then gave a short presentation regarding current projects underway within their sector. Handouts of the presentation were distributed.

Item 2. D. McVicar asked how NH fit in nationally with its' use of research. Fred stated that the State is average to above average in its leadership in the use of research.

IV. DISCUSSION ITEMS

Item 1. E911 Update - No formal report, Steve L'Heureux had been present at the Medical Control Board (MCB) meeting and reported (via Chief Prentiss) that all was well.

Item 2. Medical Control Board Report - J. Mastromarino reported that the spinal assessment protocol had been approved with one change. The EMT-I Level of Care subcommittee reported, with the primary recommendation being that the EMT-I level will be preserved. Still to be determined is the scope of education to be used and the scope of practice to be adopted. Further assessment and discussion are necessary. Paramedic Program Accreditation was discussed and all agreed to go with a nationally recognized accreditation group (CoAEMSP). A motion was made for the Bureau Chief and State Medical Director to address a letter with this recommendation to Director Mason. Chief Prentiss reported that Dr. Joseph Cravero from Dartmouth-Hitchcock is ready and willing to consult with the MCB, however, is not always available to attend meetings. If anyone on the MCB or Coordinating Board is familiar with a Pediatrician that may be available to represent the needs of children on the MCB, recommendations are welcome. Other discussion: Airway Curriculum – next meeting, HIPAA – presentation next meeting, Intersection Collaborative – Public Health/DOS – terrorism initiatives, Care Program report.

Item 3. Bureau Report – S. Prentiss stated that a written Bureau Report was included in the meeting folders. She then reported on the Statewide Annual EMS Award recipients:

EMS Unit of the Year – Lebanon Fire Department

EMS Appreciation Award – Dr. Don Albertson

EMS Educator of the Year – Jeff Stewart

EMS Heroism Award – Lt. Mike Friend / FF Bryan Burr – Claremont Fire Dept.

EMS Achievement Award – William Graham

The NH Paramedic Association also presented its Paramedic of the Year award to the Coordinating Board Chairperson, Clay Odell.

Item 4. Dartmouth-Lake Sunapee EMS Region Presentation – Mark Beliveau, Lebanon FD, acting Chair for the Region One area, presented a proposal to the Board regarding the re-activation of the Region One Council. The new name of the Council is proposed as the “Dartmouth - Lake Sunapee EMS Region.” A formal letter for review was sent to the Bureau of EMS and the Coordinating Board Chair. A map of the Region, including the EMS District towns were outlined and presented.

Dr. McVicar asked what happens to the towns that were part of Region One but are not listed as part of the new Region. Mark and Kathy Doolan explained that the towns that are not now listed are active in other Regions and are in process of petitioning the appropriate Councils for inclusion.

Motion by George Patterson, seconded by Doug McVicar that the proposal for re-activation of the “Dartmouth-Lake Sunapee EMS Region” be approved. Motion passed unanimously.

Item 5. 2003 Coordinating Board Efforts – The Chairman had asked the Board at the last meeting to consider the question, “Where do we go from here?” and brought it back to the table at this time. He stated that the Board members’ time is appreciated, and the meetings should be

felt to be worthwhile. Chair Odell stated that as a new Chair, he has educated himself to the role of Boards of Directors, and this group. He is unclear on what the future goals are – the Board was a major player in the reorganization of the Bureau, which is underway, and the Board needs to move forward. Floor was open to comments and concerns. Discussion followed.

A “Future of EMS” category/item will be added to the January agenda. Chair Odell stated that a review of the “Big” picture at each meeting would be a good idea and that the discussion at this meeting has begun this process. Suggested to discuss further next meeting.

Item 6. Legislative Issues – The Bureau’s potential name change was discussed by the group. Concern was voiced over this matter and the possibility that this would make the agency a permanent “Bureau,” never to be a Division again and how this might effect the funds that the Bureau now has access to. Concern was also voiced about the timing of this discussion as new legislation in its proposed format is due by December 13, 2002, to the statehouse. The Board felt that more information was needed before they could make an informed decision and comment. At end of discussion, the Board was comfortable with Dr. McVicar and Clay Odell discussing this further with the Division Director and reporting back. No motions were made. Chief Prentiss reported that Emergency Medical Dispatch (EMD) legislation is being proposed by Representative L’Heureux, as reported to the MCB in the morning meeting.

Item 7. Strategic Planning Update – tabled until next meeting as this session had gone longer than originally scheduled.

V. OLD BUSINESS

VI. NEW BUSINESS

Item 1. EMS Hospital Coordinators – Gary Zirpolo from Monadnock Hospital, representing the EMS Hospital Coordinators group, approached the Board to request a seat on the Board for the Hospital Coordinators. The group has been an organized entity for 3 years and is an active voice for the EMS Providers within their catchment areas. The request was made that the seat for the “Public” member be assigned to the Hospital Coordinators until such time that the Board can revamp the structure to formally include them. Discussion followed. Dr. McVicar and Chair Odell will speak with the Division Director to investigate how this seat could be filled.

Motion by Joe Sabato, seconded by Joe Mastromarino that the EMS Hospital Coordinators are encouraged to attend Coordinating Board meetings until such a time where a seat can be formally created. Motion passed unanimously.

Item 2. Electronic Run Report– Steve Achillies referenced the discussion from the MCB on HIPAA and asked the Bureau for a position on an electronic PCR.

F. von Recklinghausen and Chief Prentiss reviewed the planning process for the statewide evaluation and monitoring system for both EMS and Trauma. Funds awarded to the Bureau via the Trauma Grant will be used to support this process. An electronic system of collecting the data is a possibility that needs to be reviewed for use on a statewide basis. It will be at a minimum a 3 year project. In the absence of a Trauma Coordinator, Fred will work with Sue and the part-time grant funded Trauma Care Documentation Coordinator to move this process along.

S. Prentiss stated that Fred will work with Steve on this matter. This will be on the agenda for the next meeting.

Next Meeting: Thursday, January 16, 2003
1:30 PM – 4:00 PM - NH Fire Academy

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

Motion made by Joe Sabato, seconded by Doug McVicar to adjourn the meeting. Motion passed unanimously at 3:50p.m.

IX. NEXT MEETING

Thursday, January 16, 2003 at 1:30p.m. at the Richard M. Flynn Fire Academy, 222 Sheep Davis Road, Concord, NH

Respectfully Submitted,

Suzanne M. Prentiss, Executive Secretary

(prepared by Kathleen Doolan, Field Services Coordinator)